



CITY OF HOUSTON

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SUBJECT: Letter of Clarification No. **12** Request for Proposal for
Human Resources Consulting Services and Data Warehouse

REFERENCE: Request for Proposal No. S37-T24838

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:

Question: Under Section 6.2.26, after the Procurement timeline, there is reference to Proposal Outline and Minimum Content Requirements, beginning with 1.0 Title Page and ending with 9.0 Contents for Submitted Proposal. Is this a separate document to be uploaded onto Proposal Tech? If so, where on Proposal Tech is this information supposed to be uploaded? Is this document solely to be included in the printed version of the proposal? If so, would the printed document not mirror the Proposal Tech document?

Answer: No. This is not a separate document to be uploaded onto Proposal Tech; the outline in 9.0 should be followed for your printed proposal submissions. The online proposal on Proposal Tech must also be completed. Your printed proposals are, in part, printed copies of your electronic proposal filed on Proposal Tech website.

Question: Under Section 6.2.26, Section 1.0, Title Page through Section 8.0 Exhibits includes a slightly different set of information than Section 9.0 Contents for the printed submission. Which is the content we should include in the separate document?

Answer: Please follow the outline in 9.0 for the printed proposal submissions.

Question: Under Section 7.4.1.1 C. what is the difference between this question and 7.4.1.7?

Answer: There is not a difference, as section 7.4.1.7 is a duplication of 7.4.1.1 C.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Sincerely,

Gerri R. Walker

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Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 12